

FPA BoD Minutes – 5/26/2021 @ 7:09pm

Minutes taken by Hurria S. on behalf of the Board Secretary on 5/26/2021

Minutes approved by the board on June 30, 2021 @ 7:06pm

<b>Attendance</b>	
Members of the Board in Attendance (via electronic & phone participation)	-Isaac Asare -Ruth Bennett -Steve Mullen -Gayle Yiotis -Hurriyet Ok -Happy Garcia -Colin Davies
Staff in Attendance (via electronic & phone participation)	-Chuck Peña -Arcelious Joyner -Jerry Ferguson -Jay Erausquin -Lisa Clarke -Maryam Shah -Rocio Lopez -Sam Rogers
Members in Attendance	n/a

<b>Meeting Open</b>		
Call to order at 7:09pm	Ruth Bennett (Vice President)	-Reminder of Code of Conduct  -Acknowledgement of Conflict of Interest policy  -Accolades & Acknowledgements  Chuck: Lisa has been covering the Equipment Room during the staff shortage. Rocio has been assisting with financial documents for commercial insurance coverage. Kera has updated the COVID signs around the building.  Ruth: acknowledges Jerry for editing the Meet and Greet program.  Gayle: thanks the entire FPA staff for their work.

		<p>Steve: Jay and Sam assisted with plumbing jobs in the restrooms. Rocio has helped with the budget.</p> <p>Colin: Maryam is helpful with radio producers.</p>
Meeting Agenda	Isaac Asare (President)	Agenda moves forward with no changes.
Approval of 4/28/21 Meeting Minutes	Gayle Yiotis (Secretary)	Steve: makes motion to approve minutes from April 28, 2021 as amended; Ruth seconds. Motion passes.

Staff Reports		
	Chuck Peña	<p>Action item presented to the board requesting change to the membership scholarship application to remove full-time student status as a qualifying factor for scholarship.</p> <p>Gayle: is that in the policies and procedures manual?</p> <p>Chuck: the policies and procedures only mentions financial hardship. The application is dated and may have been approved by the board a long time ago but not changed to mirror updated policies and procedures.</p> <p>Gayle: makes motion to strike full-time student status from scholarship application; Steve seconds. Motion passes.</p> <p>Second action item contains proposed changes to the Operations Manual recommended by various managers and requests that these be approved during June board meeting.</p> <p>Rooftop air conditioning unit which services the southside offices upstairs has failed. Arcelious obtained quotes from our incumbent vendor and two additional vendors. Arcelious was able to persuade the selected vendor to provide FPA with</p>

		<p>a \$500 discount, bringing the cost down to \$16,328.00—a savings of \$17,606.00 compared to the amount quoted by the incumbent vendor.</p> <p>Changes to employee benefits insurance premium rates have been provided by the carriers and were provided in Chuck's report.</p> <p>New staff have been hired for the Equipment Room and job postings for current Equipment Room vacancies have been placed on Craigslist, the Women in Film and Video listserv and George Mason University.</p> <p>FPA is temporarily opening at 9 am on Saturdays from May 15-June 26, 2021, in response to the current Equipment Room staff shortage and lead time needed to train newly hired Equipment Room staff.</p> <p>On April 29, Chuck took a webinar on cable franchise renewals presented by the Virginia Association of Telecommunications Officers and Advisors (VATOA), which was given by telecommunications attorney Gerry Lederer of the Best, Best &amp; Kreiger law firm.</p> <p>Steve Mullen has again provided plumbing work to FPA with free labor and paying for necessary materials out of his own pocket.</p>
Engineering	Arcelious Joyner	<p>A company-provided deficiency report regarding the AC units details premature failure of units as a result of poor workmanship and lack of care.</p> <p>Engineering department is ramping up in-house repairs and responding to trouble tickets.</p> <p>Accolades given to Alexander and Sumit for their hard work.</p>
Outreach	Jerry Ferguson	Working on Valor awards with an air date of June 15, 2021.
Training	Jay Erasquin	Summer camps are fully booked and there is a

		waitlist for them. Next semester's schedule is almost complete.
Production	Lisa Clarke	n/a
Programming	Maryam Shah	Newest Member Spotlight was released online. Working on a new agreement with Soundexchange for Radio Fairfax statutory license.
Office Manager	Rocio Lopez	<p>Cox total income down \$64k from last year. Received the third quarter payment of \$167k on May 3, 2021.</p> <p>Verizon total income down \$122k from last year. Received the third quarter payment of \$383k in April.</p> <p>Combined total revenue is \$550k for third quarter.</p> <p>Income and expense amounts have not changed drastically since previous month.</p>

Committee Reports		
Finance Committee	Steve Mullen	<p>Thanks to Rocio for preparing the budget, to Chuck for expediting discussions and approvals, to Maryam, Lisa, Jay, and Jerry for budget input.</p> <p>Presented the FPA Budget for FY2021 and 2022 (Period of 1 July 2021 thru 30 June 2022). We are projecting Cox and Verizon revenue numbers will continue to go down with reductions of 8% for Cox and 2% for Verizon. Expect budget updates quarterly for the next fiscal year after the revenue checks have been received.</p> <p>Maintaining fundraising and contributions at the same level. Underwriting and staff productions incomes are increasing. Fee for service income has a more realistic budget due to COVID and market competition.</p>

		<p>Rental income has been holding steady due to Chuck working with renters to collect overdue rent payments.</p> <p>Projected net training income is up from last year due to reopening.</p> <p>Total tape sales are down due to lack of sales.</p> <p>Fees and internet subscription are the same as last year. Member fees are based on projection of 500 members for next year.</p> <p>Interest and dividends income is up due to additional revenue from Edward Jones. Low risk investments are producing less income. Will meet with Edward Jones analyst, Nick Sposa, to increase investment income.</p> <p>Most expenses are must-pay bills, not discretionary. Total expense is more than projected total income. Depreciation and amortization is classified as a non-cash expense and we are using this non-cash expense to cover the income/expense deficit to help offset loss of income.</p> <p>Managers have provided budgets for expenses as best estimates for next fiscal year.</p> <p>Budget will include a 2% cost of living adjustment for Staff salaries to help offset salary freezes last fiscal year. We do have some salary increases and bonuses included in the budget. Part-time salaries are up due to engineering support needed. Have an increased cost in employee benefits this year, along with payroll taxes.</p> <p>Facilities expense, condo association fees have decreased. Utilities, general operations, and copier expense remain the same.</p> <p>Hoping to get additional income from investments</p>
--	--	---

		<p>to offset expenses in the coming fiscal year.</p> <p>Colin: don't actually need the depreciation and amortization deduction since equipment can be upgraded through other budgeted areas.</p> <p>Steve: The depreciation and amortization expense is formula based following IRS rules and regulations. We use this number to cover major equipment upgrades that maintenance expense budget doesn't cover.</p> <p>Arcelious: depreciation on intangible items such as virtual machines and cloud-based are not accounted for. How will this be visited since technology is moving in that direction?</p> <p>Steve: will consult with Dan Burnette regarding intangible assets.</p> <p>Arcelious: depreciation and amortization accounts for end-of-life upgrades but not catastrophic losses. Which budget do those losses come from?</p> <p>Steve: Replacement purchases that result from failure of an item comes from the depreciation and amortization expense number or we pay out of pocket from the maintenance expense accounts. [Added Note. That is why we have always had a Maintenance Reserve amount included in our budget to cover such losses]</p> <p>Gayle: have you investigated the Edward Jones fees as to why they are so high?</p> <p>Steve: chose between 4 companies and they were best at the time. Reevaluation of their services is now being looked at.</p> <p>Colin: makes motion to approve budget as presented; Gayle seconds. Motion passes.</p>
Performance Management	Gayle Yiotis	Staff seems to be taking care of issues and all is

		going well.
Membership Development	Ruth Bennett & Colin Davies	Meet and Greet recording is being edited and will be airing on Channel 10. Want to do an additional Meet and Greet during the summer.  Colin: received follow-up emails from Grace and would like to maintain a relationship with FPA.
Outreach	Shu Bartholomew	n/a
Operations	Hurriyet Ok	n/a
Promotional Development	Peggy Fox	n/a
COVID Transition	Happy Garcia	Examining restrictions in the commonwealth of VA and working with the committee regarding recommendations. Would like to move forward with changing some of the restrictions. Gayle: was there a survey taken of staff recommendations?  Chuck: staff was overwhelmingly in favor of current COVID restrictions.  Gayle: it would be helpful if Happy presents something in writing to the board first.
Executive Committee	Isaac Asare	Staff report about hybrid board meeting in the future and board interest in beginning hybrid meetings.  After much discussion, the board consensus was to continue virtual board meetings.

<b>Meeting Close</b>	
Unfinished Business	n/a
New Business	n/a
Confirm Future Meeting Dates	Next meeting is 6/30/21 and 7/28/21.

Adjournment

Steve: moves to adjourn the meeting, Colin seconds. Meeting is adjourned at 9:25pm